

Preventing & managing sexual harassment

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A masterclass for HR professionals

PERTH Monday 26th February 2018; **MELBOURNE** Wednesday 28th February; **ADELAIDE** Friday 2nd March;
BRISBANE Monday 5th March; **SYDNEY** Wednesday 7th March

WELLINGTON Tuesday 10th April; **AUCKLAND** Thursday 12th April

Don't forget to also book on to the annual Employment Law Forum NZ, being held the day prior to this masterclass See www.elf-nz.employmentlawmatters.com for more information

Learning Objectives

- 1 Understanding the legal obligations of employers, managers and employees in relation to sexual harassment**
 - Including cyber-sexual harassment and sexual harassment through information technologies
 - Understanding Duty Of Care
 - Knowing your Vicarious Liability and Accessorial Liability, from an operational HR perspective
- 2 How to develop a culture where sexual harassment cannot take place**
 - How to take a risk management approach to prevention
 - From risk identification, to mitigation and control
- 3 How to look after yourself, the participants and your team**
 - Being resilient and managing the stress of an investigation
- 4 How to best respond to poor behaviours**
 - Choosing the right approach, at the right time for your organisation
 - Advantages and disadvantages of mediation, investigation and an external complaint being lodged
 - The importance of follow-up
- 5 Understanding best practice in Investigating sexual harassment complaints**
 - Rules, roles, responsibilities, and overcoming common issues
 - Rights and responsibilities of all participants
 - Evaluating the suitability of different types of investigations
- 6 Helping the parties return to work after sexual harassment**
 - Understand the importance of a 'safe environment', from the perspective of the target

Masterclass Leader



Dr Moira Jenkins, Director, Aboto Psychology and Workplace Conflict Management Services
PhD; M. Psych. (Clin); Grad. Dip. Conflict Management; MAPS.

Dr Moira Jenkins is a clinical psychologist who also specialises in the area of psychological/mental health in the workplace, management of high conflict behaviours and dispute resolution. Moira's Phd was in the area of bullying and sexual harassment and she works closely with organisations, assisting them to develop inclusive workplace cultures and prevent and manage sexual harassment, discrimination and workplace bullying.

Taking a risk management approach, Moira has assisted organisations to identify risks that may be present, that if not addressed, could contribute to sexual harassment occurring, and has helped number of organisations to develop specific policies and complaint procedures in relation to sexual harassment and discrimination.

Dr Jenkins is also author of the book *Preventing and Managing Workplace Bullying and Harassment: A Risk Management Approach*

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From workplace culture, to effective response, investigation, and risk management



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About this Masterclass

Preventing and addressing sexual harassment in the modern day workplace can be a challenging task. This full day masterclass aims to guide HR practitioners and managers through the process of preventing sexual harassment, as well as intervening without breaching the rights of the parties involved.

The course provides guidelines on how to respond to complaints of sexual harassment, and what factors need to be taken into account when deciding what intervention is most appropriate. The rights and responsibilities of both the investigator and the parties to an investigation are addressed, as are the common issues that often arise as part of a workplace investigation.

Dr Jenkins uses relevant cases and case law to illustrate an evidence based risk management approach to the prevention and intervention of sexual harassment complaints. Through this risk management lens she highlights how organisations are able to identify and address systemic risks that can contribute to sexual harassment, and other inappropriate workplace behaviours. Her workshops are known for being interactive, interesting and relevant in nature. They offer practical guidance based on best practice principals.

Group Discount

- Send 3 delegates and receive 10% off
- Send 4 delegates and receive 15% off

New Zealand delegates:

Don't forget to also book on to the annual Employment Law Forum NZ, being held the day prior to this masterclass at Wellington and Auckland. Please see www.elf-nz.employmentlawmatters.com for more information

This course and the Trainer provides professional advice and guidance, not legal advice.

Why Attend

The biggest issues related to harassment in the workplace currently relate to sexual harassment, and anyone can be a harasser or the victim of harassment. One in five women in Australia experience sexual harassment at work and one in twenty men experience sexual harassment.

The prevalence of workplace sexual harassment claims is rapidly escalating. Employers and HR management are increasingly being exposed to Vicarious Liability regarding sexual harassment, and related claims of bullying or discrimination.

Attend to develop holistic HR policies and practice, which link sexual harassment management and response with strong workplace culture, equality, inclusion, and mental wellness outcomes

- Adopt best practice for identifying potential for sexual harassment
- Ensure investigations are managed correctly, with the right oversights in place, and be prepared for different scenarios
- Using best practice for responding to claims
- Mitigate and control risks resulting from sexual harassment incidents
- Implement Return-To-Work processes
- Manage the stress and wellbeing of investigation teams

Who Attends

- HR directors, managers, general managers
- Organisational Development
- Heads of People & Culture
- Performance & Reward professionals
- HR Advisors
- Employee Relations managers
- Industrial Relations & Workplace Relations managers
- COOs and heads of operations
- Inhouse legal and risk managers

From cross-sector corporations and Government



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COURSE AGENDA

THE LEGAL STUFF – WHAT ARE WE TALKING ABOUT?

- **An overview of the law on sexual harassment**
 - Sexual harassment including Cyber-sexual harassment
 - Confidentiality and duty of care
- **Reviewing the legal obligations for employers, managers and employees in relation to sexual harassment**
 - Sexual harassment (discrimination and bullying) and Vicarious Liability
 - Other types of liability
 - Reasonable steps – going beyond a ‘tick-box’ approach

DEVELOPING A CULTURE WHERE SEXUAL HARASSMENT CANNOT TAKE PLACE – A FOCUS ON PREVENTION

- Why don't targets speak up?
 - Starting a conversation around sexual harassment, as part of your equality, inclusion, and mental health programs
- The principles for effectively preventing and responding to sexual harassment in the workplace – A risk management perspective
- Identifying risks and red flags in your organisation
- Mitigating and controlling key risks
- Who could be the perpetrators in your organisation?
- When is a complaint a complaint?

RESPONDING TO POOR BEHAVIOURS – ONE SIZE DOES NOT FIT ALL

- **Discovering your different complaint options –**
 - The advantages and disadvantages of different approaches
- Good practice guidelines for complaint processes
- Evaluating the impact of the complainant process on the respondent and complainant
- Investigating sexual harassment complaints
 - Choosing an investigator, and deciding whether to outsource
 - Understanding the golden rules for conducting investigations
 - The three R's: Roles, Rights and Responsibilities
 - Identifying Common issues arising during investigations
- **Post investigation – what next**
 - When the complaint has not been substantiated - What next?
 - When the complaint has been substantiated - What next?
 - Determining fair and appropriate discipline or punitive measures
 - Evaluating restorative mediation as an option – What can this add?

PHEW - NOW THAT IT'S OVER... WHAT'S NEXT...

- **Returning to work following sexual harassment**
 - It's a team effort
 - Ensuring a safe environment
- **Looking after yourself, the participants and your team**
 - Being resilient and managing the stress of an investigation



Dr Moira Jenkins, Director, Aboto Psychology and Workplace Conflict Management Services

PhD; M. Psych. (Clin); Grad. Dip. Conflict Management; MAPS.
Author: Preventing and Managing Workplace Bullying and Harassment: A Risk Management Approach

Dr Jenkins has investigated and conciliated allegations of sexual harassment as a conciliator with the South Australian Equal Opportunity Commission, and assisted employers to develop policies, conduct training and minimise their Vicarious Liability in regard to sexual harassment and other types of discrimination in the workplace. She has considerable experience training a wide variety of organisations in their rights and specific responsibilities in preventing sexual harassment, and managing allegations of sexual harassment, discrimination and bullying in the workplace.

This course and the Trainer provides professional advice and guidance, not legal advice.

Preventing & managing sexual harassment

A masterclass for HR professionals

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|------------------------------------|-------------|-------------------------------------|----------|
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PRICING OPTIONS

Register today and Save with our Early-Bird Discounts!

Perth Melbourne Adelaide Brisbane Sydney	SAVE \$300	SAVE \$200	SAVE \$100	FULL PRICE
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Masterclass	\$999	\$1,099	\$1,199	\$1,299

Prices are in AUD and exclude GST.

The Group Discounts compound on top of the Early-Bird Discounts.

Wellington Auckland	SAVE \$300	SAVE \$200	SAVE \$100	FULL PRICE
	Book before 31 JAN	Book before 28 FEB	Book before 30 MAR	
Masterclass	\$999	\$1,099	\$1,199	\$1,299

Prices are in NZD and exclude GST.

Don't forget to also book on to the annual Employment Law Forum NZ, being held the day prior to this masterclass at Wellington and Auckland.

Please see www.elf-nz.employmentlawmatters.com for more information

Class sizes strictly limited.

GROUP DISCOUNTS

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COMPANY DETAILS

COMPANY NAME:

AUTHORISING MANAGER:

TEL: EMAIL:

ADDRESS:

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Please quote **SH** and **YOUR COMPANY NAME** when making payment

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Travel & Accommodation

Delegates are responsible for the arrangement and payment of their own travel and accommodation. We have arranged a special room rate for delegates at several hotels. Please contact us for further details

Terms & Conditions

- Upon registration all invoiced sums, including applicable taxes, are payable in full by the delegate to Aventedge.
- Should a delegate be unable to attend the event then a substitute delegate is welcome at no extra charge. No pass sharing at the event is allowed.
- Should a delegate be unable to attend the event and wish to cancel their registration then this will be subject to the following:
 - All requests for cancellation need to be made in writing to the relevant Aventedge office
 - Cancellations are only permitted 28 days or more before the event date. A \$250 + GST administration fee will be charged per delegate
 - 15 to 27 days before the event date: no refunds will be allowed, however, a credit voucher valid for 12 months will be issued. A \$250 + GST administration fee will be charged per credit voucher
 - Within 14 days before the event date: no cancellations or refunds permitted
 - Registrations can be transferred to a colleague from the same company before the event without a fee
- The event pass is valid for the designated person only. Pass sharing is not permitted.
- Aventedge will make its best endeavours to run the event per the published programme but reserves the right to alter the programme without notice including the substitution, alteration or cancellation of speakers, topics or the alteration of the dates of the event.
- Aventedge is not responsible for any loss or damage as a result of a substitution, alteration, postponement or cancellation of an event.
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- Client information is kept on our database and used to assist in providing selected products and services which may be of interest to the Client and which will be communicated by letter, phone, fax, email or other electronic means.
- Important note: While every reasonable effort will be made to adhere to the advertised package, we reserve the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. If we permanently cancel an event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to one year to be used at another Aventedge event. No refunds, part refunds or alternative offers shall be made.
- Governing law: This Agreement shall be governed and construed in accordance with the laws of the country this event is being held, and the parties submit to the exclusive jurisdiction of the Courts in that country. However, Aventedge only is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.
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- Completing and returning this Registration Form to us implies acceptance of the above Terms & Conditions.
- Occasionally your details may be obtained from, or made available to, external companies who wish to communicate with you offers related to your business activities.

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